



# SPECIAL ALERT

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

December 2, 2014

GSA 2014-38

TO: Financial Aid Administrators

FROM: Catalina G. Mistler   
Chief, Program Administration & Services Division

SUBJECT: **Deadline for California License Exam Reporting Requirement**

This Special Alert from the California Student Aid Commission (Commission) serves as a reminder for the upcoming **December 31, 2014** deadline for institutions to submit information to the Commission on where to access California license examination passage rates for graduates of specified certificate and undergraduate programs, including California teaching credential programs. Noncompliance with this requirement may affect an institution's status as a "qualifying" Cal Grant participating institution.

- As specified on page 19 of the 2012-16 Institutional Participation Agreement, under California Education Code Section 69432.7(l)(2)(A), institutions must provide an access point for prospective and current students to view the institution's license examination passage rates.
- Passage rates provided must be for the most recent available year and for graduates of its undergraduate programs leading to employment for which passage of a California licensing examination is required (*if that data is electronically available through the website of the licensing agency*).
- To comply with the law, institutions must submit at least one of the following to the Commission:
  - ✓ A screen shot of your institution's website containing the specified link(s).
  - ✓ A screen shot of a centralized enrollment website that contains the specified link(s).
  - ✓ A copy of the published document(s) showing the access information to the appropriate California licensing or regulatory agency's website(s).
- If your institution does not offer undergraduate programs leading to employment for which passage of a state licensing examination is required, please specify this in writing to the Commission.
- If a qualifying institution offers a specified undergraduate program for which passage of a California licensing examination is required, but the data is not available through a California licensing or regulatory agency's website, institutions must notify the Commission in writing.

- An institution that fails to timely submit the required information will be considered to be out of compliance with its Institutional Participation Agreement with the Commission.

Please e-mail proof of compliance to [csacipa@csac.ca.gov](mailto:csacipa@csac.ca.gov). If you have questions regarding this Special Alert, please direct them to [csacipa@csac.ca.gov](mailto:csacipa@csac.ca.gov).

**Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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